INSTRUCTIONS FOR COMPLETING THE PREVIOUS PARTICIPATION CERTIFICATE, FORM HUD-2350
(Effective January 1, 1981 for HUD-Assisted Multifamily Housing Projects)

PURPOSE

Form HUD-2350 must be completed and signed by all parties to an agreement to become a participant in the mortgage insurance program and must be submitted to HUD with a certified copy of all previous participation agreements with HUD. The purpose of this form is to provide HUD with the information necessary to determine whether the project is eligible for insurance under its multifamily housing program.

Before signing the form, HUD and any participating parties should review the form to ensure that all required information has been included. This includes verifying that all participants have signed the form and that all necessary documentation has been attached.

ARCHITECTURAL DETAIL

If your project is approved for insurance, HUD may require additional information to ensure that the project meets the necessary requirements. This may include drawings, specifications, and other documents.

REVISED DATES DETERMINATION

As of the date of this instruction, the revised date for all projects is March 1, 1981. This date can be extended by HUD if an extension is requested in writing and approved.

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In the event of any dispute, the HUD Office of Appeals shall be the final authority on the determination of eligibility.

The form must be filed with the HUD Area or Service office where your project application was received. It is advisable to review the form with an attorney before signing.

Any questions concerning the form or how to complete it may be referred to your HUD Area or Service office.

EXCEPTIONS FOR CORPORATIONS:

All principals and affiliates of a corporation that is participating in the mortgage insurance program must sign the form, except for corporations that have already signed a participation agreement.

The form must be filed with the HUD Area or Service office where your project application was received. It is advisable to review the form with an attorney before signing.

Any questions concerning the form or how to complete it may be referred to your HUD Area or Service office.
INSTRUCTIONS FOR COMPLETING THE PREVIOUS PARTICIPATION CERTIFICATE - FORM HUD-2530 (Continued)

In Column 2 of Schedule A, list all of your previous participation. In addition, list the dates or contract termination of each previous project. The PROJECT OR CONTRACT IDENTIFICATION OF ALL PREVIOUS PROJECTS MUST BE INCLUDED OR YOUR CERTIFICATION WILL NOT BE ACCEPTED. Sign the name of all areas or line 10 on the Local government agency (HUD, UGHC-FHA, or name an area or line 10 on the Local government agency). At the end of your list of projects in Column 2 of Schedule A, draw a straight line across the page to separate your record of projects from that of others signing the form who have similar positions or line 10 on the Local government agency.

In Column 2 of Schedule A, list your role in all previous projects in one or both of all possible roles as given in the instructions to Block B. This role in and over your participation began and/or ended because you will not once more record certified with possible projects owned by others for whom you are responsible.

In Column 4 of Schedule A, you must indicate all defaults, mortgage reset, assignments and foreclosures. With "Officer," "Assignor," or "Purchaser" and drop the date it occurred. If a date has been determined by any means, enter the word "Closed" after the default. If there were none of these on a project, write "None.

CERTIFICATION: AFTER YOU HAVE COMPLETED ALL OTHER PARTS OF FORM HUD-2530, INCLUDING SCHEDULE A, READ THE CERTIFICATION CAREFULLY. In the box below the statement of certification, fill in the names of all persons who must sign the Master List together (sign or print). Before you sign, check your signature against any of the individuals listed with a capital letter "No Such Name and so on the Master List"; check your signature, fill in the box of the last party (line 10 or to some extent you are responsible.

In Schedule A, all of your previous participation, do not become discouraged. On the face of the certificate, use a pen and strike through those parties that either with your record, then sign and attach to the part of your record that you are responsible for and enter as signatures or the others you are responsible for.

Attach a signed copy, notarized or otherwise, of the form you have signed to the certification and report the fact of your current participation. If your local government agency has been supplied with this form, have it returned within 10 years. If you have been certified as a developer within 10 years, your organization's certification will not show your participation. If a certified person or a group reports that your previous conduct or method of doing business has been such that a developer would not be listed, do not list this activity or the underlying standards of an accurate, valid or realtor-approved agency.

PRIVACY ACT INFORMATION AND AUTHORITY:

Form HUD-2530 is protected by the Freedom of Information Act (5 U.S.C. 552a). This information is collected to evaluate your record with respect to the standards of performance, responsibility and integrity. HUD must have your social security number (SSN) for the purpose of recording your responses. HUD may also use your SSN for authorized processing of your records and to make requests for information about you and your previous participation with other public agencies and private sector services.

Disclosure is not mandatory but you cannot be approved for participation unless you answer the requested information. HUD has about you may be given to other Federal, State and local agencies for checking on your previous participation for business purposes, for law enforcement and for other lawful purposes.